



Flitwick Town Council

Standing Orders

INTRODUCTION.....	3
1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS	6
3. MEETINGS GENERALLY.....	6
4. COMMITTEES AND SUB-COMMITTEES.....	10
5. ORDINARY COUNCIL MEETINGS.....	11
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	14
7. PREVIOUS RESOLUTIONS	14
8. VOTING ON APPOINTMENTS.....	15
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	15
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	15
11. MANAGEMENT OF INFORMATION	16
12. DRAFT MINUTES	17
13. CODE OF CONDUCT AND DISPENSATIONS.....	18
14. CODE OF CONDUCT COMPLAINTS.....	19
15. PROPER OFFICER.....	19
16. RESPONSIBLE FINANCIAL OFFICER	21
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	21
18. FINANCIAL CONTROLS AND PROCUREMENT.....	22
19. HANDLING STAFF MATTERS.....	23
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	24
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	24
22. RELATIONS WITH THE PRESS/MEDIA	25
23. EXECUTION AND SEALING OF LEGAL DEEDS	25
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	25
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	25
26. LEADER AND DEPUTY LEADER.....	25
27. QUESTIONS.....	26
28. CO-OPTION.....	27
29. GENERAL POWER OF COMPETENCE.....	27
30. STANDING ORDERS GENERALLY.....	27

These Standing Orders were adopted by Council on 17th January 2023 and replace all previous versions, the most recent being 21st September 2021. They are based on model standing orders of 2018 by the National Association of Local Councils (NALC).

Standing Orders are one of the council's three principal governing policy documents providing procedural guidance for members and officers. They must be observed in conjunction with the council's **Financial Regulations** and **Standing Orders for Contracts**.

The word "councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

INTRODUCTION

HOW TO USE STANDING ORDERS

Standing orders are the written rules of the council. Standing orders are essential to regulate the proceedings of a meeting. The council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of the council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework and these Standing Orders incorporate and reference many statutory requirements to which councils are subject. The statutory requirements to which this council is subject to apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of the council. The financial regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the council's Responsible Financial Officer. The Council also operate under their Standing Orders for Contracts.

NOTES

Standing orders that are in **bold type** contain legal and statutory requirements. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements.

1. RULES OF DEBATE AT MEETINGS

- a** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c** A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h** A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j** Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k** One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l** A councillor may not move more than one amendment to an original or substantive motion.
- m** The mover of an amendment has no right of reply at the end of debate on it.
- n** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o** Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p** During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q** A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r** When a motion is under debate, no other motion shall be moved except:

 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s** Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t** Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

- u If, at the Chairman's discretion, urgent business is added to the Agenda, the item may be discussed **but no formal decision may be made.** The Town Clerk does have delegated authority to deal with urgent matters in consultation with specific members.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings

Committee meetings

Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d All items of business will be set out on the agenda for all meetings and sent out with the summons to councillors. Members of Council or members of committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their decision is final. If the Town Clerk declines the request, they will notify the councillor of their decision and explain the reason for it.
- e **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's**

exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g Each period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes and may only speak once].
- i In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a response to a question by a member of the public be referred to a Councillor for an oral response or to an Officer for a written response.
- j During consideration of planning matters, equal opportunity shall be given to persons supporting applications and to persons opposing.
- k A person, Councillor or member of the public shall raise their hand (either in person or via virtual access) when requesting to speak and remain seated when speaking.
- l A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking. Where there is more than one public participation section of a meeting, the chairman will give members of the public who have not already spoken priority over those who have previously spoken.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Chairman should have regard if filming takes place, that members of the public may not wish to be filmed. This right must be taken up without disturbing the meeting.
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

- p** The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- q** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- r** The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- s** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- t** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- u** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- v** The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent with the reason for absence;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and

- vii. the resolutions made.
- w A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- x Councillors have a *duty* to attend meetings**
- y The quorum of the Council is 6 councillors. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

Apologies should be sent directly to the Town Clerk or Deputy Town Clerk by email prior to the meeting. It is unacceptable for other Councillors to apologise on behalf of colleagues.

- i. It is the responsibility of the councillor to arrange for a nominated substitute to attend on their behalf which also must be notified as per 3v(ii) above.
- ii. If a councillor is unable to attend and has not arranged for a nominated substitute to attend of their behalf, the Chairman may at his discretion agree for another councillor present at the meeting to substitute.
- iii. If a councillor does not attend a meeting of the Council for six (6) months and has not submitted a reason for long term absence that has been accepted by Resolution of the Council, they will no longer hold the office of Councillor.
- iv. In line with the Local Government Act 1972 s85 (1) & (2) apologies will be shown as:

Apologies accepted, with the *reason given*.

- z No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- See standing order 3(y) for the quorum of a committee or sub-committee meeting.*
- aa If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
 - bb A meeting shall not exceed a period of 3 hours.**

- cc** The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”). Usually, there is a requirement for local authorities to hold public meetings in person with all members present in one place.

4. COMMITTEES AND SUB-COMMITTEES

- a** Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b** The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c** Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d** The Council may appoint standing committees or other committees and working groups as may be necessary, and:
- i.** shall determine their terms of reference; and any delegation to its committees.
 - ii.** shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii.** shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv.** shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v.** may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 clear days before the meeting that they are unable to attend;
 - vi.** shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii.** shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii.** shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee, which, in both cases, shall be no

less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
 - xiii. A councillor who has proposed a resolution on an agenda of a committee of which they are not a member must attend that Committee to explain their resolution and answer questions but shall not vote. The item will not be considered if the member requesting the resolution cannot attend.
 - xiv. Any councillor is entitled to be present as a spectator at the meetings of any committee or subcommittee of which they are not a member, except if a resolution has been passed to exclude the press and public. The councillor may speak on an item on the Agenda with the chairman's permission but may not join in the debate or vote.
- e. Non-councillor members of Committees, Subcommittees, or Working Groups will be required to comply with the Council's Standing Orders. If a Non-Councillor member acts in a way that is contrary to the rules set out in the Standing Orders through disruptive or detrimental behaviour, the Council can remove such members from the meetings either permanently or temporarily. All Members should receive a copy of the associated Terms of Reference once elected.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7:45pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f All Members are eligible to be proposed as Chairman or Vice-Chairman of the

Council

- I. The Chairman of the Town Council shall be known as the Town Mayor and the Vice-Chairman as the Deputy Town Mayor.
 - II. The Chairman of the Town Council should serve for one year, but this may be varied by Resolution of the Council if circumstances are deemed appropriate for a longer Term of Office.
 - III. The custom and practice of outgoing Town Mayor/Chairman proposing the Deputy Town Mayor/Vice Chairman is not mandatory.
 - IV. It is preferable that the Chairman and Vice-Chairman of the Council have experience in Chairmanship before election to these posts.
 - V. The Chairman of the Council should, during their office, involve the Vice-Chairman as much as practically possible.
 - VI. If practicable, the Vice Chairman is expected to attend functions that the Chairman is unable to attend.
- g The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:**
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council his acceptance of office form unless the Council resolves for this to be**

done at a later date.

- ii.** If required, the Election of a Leader of the Council and delivery of their acceptance of office forms unless the Council resolves for this to be done at a later date.
- iii.** If required, the Election of a Deputy Leader of the Council and delivery of their acceptance of office forms unless the Council resolves for this to be done at a later date.
- iv.** To receive announcements from the Leader of the Council
- v.** Confirmation of the accuracy of the minutes of the last meeting of the Council;
- vi.** Consideration of the recommendations and resolutions made by a committee;
- vii.** Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- viii.** Review of the terms of reference for committees and working groups;
- ix.** Appointment of members to existing committees;
- x.** Appointment of any new committees in accordance with standing order 4;
- xi.** Review and adoption of appropriate standing orders, standing orders for contracts and financial regulations;
- xii.** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xiii.** Review of representation on or work with external bodies and arrangements for reporting back;
- xiv.** In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- xv.** Review of inventory of land and other assets including buildings and office equipment;
- xvi.** Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii.** Review of the Council's and/or staff subscriptions to other bodies, unless this has been undertaken as part of the budget process
- xviii.** Review of the Council's complaints procedure;
- xix.** Review of the Council's policies, procedures and practices in respect of

its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xx.** Review of the Council's policy for dealing with the press/media;
- xxi.** Review of the Council's employment policies and procedures;
- xxii.** Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, unless it is to be undertaken at a meeting of the Council to approve year end accounts and the annual governance statement.
- xxiii.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES

- a** The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b** If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c** The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d** If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a** A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. To consider a previous resolution, there must have been a material change or further information that has come to light since the previous resolution was made.
- b** When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b Voting on appointments will be conducted by secret ballot.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a member of the public;
- xiii. to exclude a Councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting**

shall not disclose or otherwise undermine confidential information or personal data without legal justification.

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings
Committee meetings
Sub-committee meetings

- a** If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c** The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d** If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chairman of this meeting does not believe that the minutes of the meeting of the Council, Committee or sub Committee held on [date] in respect of (----) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e** **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f** Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed. The approved minutes will be published on the Council's website within 2 weeks of approval.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(v).

- a** All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b** Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c** Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d** **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e** A decision as to whether to grant a dispensation shall be made by the Town Clerk, or Proper Officer in accordance with the Councils Scheme of Delegation and that decision is final.
- f** A dispensation request shall confirm:
 - i.** the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii.** whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii.** the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv.** an explanation as to why the dispensation is sought.
- g** Subject to standing orders 13(d) and (f), a dispensation request shall be considered the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h** **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i.** **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Leader of the Council of this fact. The Leader shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed on what action, if any, to take.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be the Town Clerk or, in their absence, the Deputy Town Clerk or other senior officer(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residence or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda, (provided the Councillor has consented to service by email and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

- Publish a copy of the agenda and appropriate supporting papers on the Council's website.

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority and report this to the Council each month;
- xv. consider all planning applications received by the Council in accordance with the adopted planning guide and respond to the application on behalf

of the Council or, for significant or controversial applications, refer to the next available meeting of the Council.

- xvi. manage access to information about the Council via the publication scheme and retain custody of the seal of the Council, which shall not be used without a resolution.
- c. The Town Clerk and other council officers shall have the authority and duties given to them under the Council's Scheme of Delegation and will report decisions taken under such delegation to each Council meeting.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Town Clerk post has been designated as the Deputy Responsible Financial Officer and may deputise for the Responsible Finance Officer.
- b The Council shall appoint appropriate officer(s) to undertake the work of the Responsible Financial Officer if the Responsible Financial Officer and Deputy Responsible Financial Officer are absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to the Finance Scrutiny Working Group monthly financial reports to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year ends on 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Scrutiny Working Group at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the light touch arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (Framework Agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the

prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - f. **Where the Value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and if either of those Regulations apply, the Council must comply with procurement rules.**

19. HANDLING STAFF MATTERS

- a A matter personal to relating to an officer being considered by a meeting of Council, or HR Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Leader of the Council or, if they are not available, the Chairman of the absence occasioned by illness or other reason and that person shall report such absence to the HR Committee at its next meeting. The Deputy Town Clerk will follow the same process should the Town Clerk be unavailable.
- c The chairman of the HR Committee or, in their absence, the vice-chairman shall, upon a resolution, conduct a review of the performance of the Council officer appraisals, job descriptions and pay arrangements. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the HR Committee.
- d The Leader and Chairman of the HR Committee shall, upon a resolution, conduct an annual review of the performance of the Town Clerk. The appraisal will be reported in writing and is subject to approval by resolution of the HR Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior officer shall notify the chairman of the HR Committee or in

their absence, the vice-chairman of the HR Committee in respect of an informal or formal grievance matter. This matter shall be reported back and progressed by resolution of the HR Committee, or Appeals Committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The council shall keep all written records relating to employees secure. All paper records shall be secured appropriately, and electronic records shall be password-protected and encrypted.
- i Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to employees authorised by Town Clerk or the HR Committee.
- k The Leader and Deputy Leader will not be on the Appeals Committee.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or officers shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the Unitary Council representing the area of the Council.
- b Unless the Proper Officer or Council decides otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. LEADER AND DEPUTY LEADER

- a The primary functions of the Leader and the Deputy Leader shall be to facilitate the definition of the Council's policy and to work with the Town Clerk to progress council business in accordance with the council's formal decisions.
- b The Leader and Deputy Leader are expected to act as uniting figures within the council, leading with influence, working with councillors and officers to build consensus and encouraging communication.

- c** The Leader and Deputy Leader are appointed by the Council at the annual statutory meeting and serve for a term of two years to match the term of the Council.
- d** The Leader and Deputy leader shall be ex-officio voting Members on all Standing Committees.
- e** Any councillor may submit a written motion of no confidence in the Leader and/or Deputy Leader to the Proper Officer, which must be signed by three councillors.
 - i.** The motion will be considered at the next meeting of the Council. Should the motion be carried, the Leader and/or Deputy Leader will be immediately removed from office and a new Leader and/or Deputy Leader will be immediately elected in following the process set out in standing order 8.
 - ii.** Should the motion of no confidence in the Leader or Deputy Leader fall, it will not be possible to submit another motion of no confidence for three months unless the Leader or Deputy Leader are subsequently found to have broken the code of conduct by the Monitoring Officer of the Unitary Authority as detained in standing order 14.

27. QUESTIONS

- a** A Councillor may ask the Town Mayor or Leader any question or request a statement on any matter related to which the Council has powers or duties or which affects the parish.
- b** While not mandatory, written notice of the question should be submitted to the Proper Officer at least 3 clear working days prior to the date/time of the meeting to allow the delivery of an appropriate response at the meeting.
- c** Every question shall be put and answered without discussion. An answer may take the form of:
 - i.** A direct oral answer
 - ii.** Where the desired information is in a publication of the Council or other published work, a reference to that publication, or
 - iii.** Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.
- d** Questions or statements not related to items of business on the agenda for a meeting shall only be asked during the part of the Council meeting set aside for such questions.
- e** Any question or statement made by a Councillor with the consent of the Chairman should not exceed 3 minutes.

28. CO-OPTION

- f** In the event of a co-option arising to fill a casual vacancy caused by the death, resignation or disqualification of a Councillor, the Council's co-option policy shall apply.

29. GENERAL POWER OF COMPETENCE

- a** Before exercising the General Power of Competence, the Council must resolve at a meeting of the Council and each subsequent relevant annual meeting that it meets the conditions in paragraph b below.
- b** At the time a resolution under paragraph a is passed:
- i.** The number of ordinary members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the council;
 - ii.** The Town Clerk holds one of: the Certificate in Local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and
 - iii.** The Town Clerk has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph b. "Relevant training" means training provided in the exercise of general power; or provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

30. STANDING ORDERS GENERALLY

- a** All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b** A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c** The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d** The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were adopted on the xx/xx/xx.

Signatures:

Town Mayor

Town Clerk